Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230002-6

CONFIDENTIAL

12 JUL 1960

MEMORANDUM FOR: Chief, Records Management Staff

SUBJECT: Records Control Schedule 40-60 for the Office of Personnel

1. The Records Control Schedule for the Office of Personnel has been revised to update file coverage and to reflect organizational changes which resulted in transfer of existing files or establishment of new files.

2. The Records Management Staff has made a preliminary review of this Schedule except for the records of the Office of the Director of Personnel and the Special Assistant to the Director of Personnel. Minor changes recommended by Records Management Staff have been resolved and are reflected in the Schedule with the exception of item 3, TRB/RSD, concerning the disposition of the Official Personnel Folders. As you know, these latter procedures have been made the subject for discussion at a meeting to be held in the near future between representatives of your Staff and of this office.

25X

[redacted]

Executive Officer
Office of Personnel

Attachment

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TRANSMITTAL SLIP	DATE 7/12/60
TO: C/Records Management Staff	
ROOM NO. 604	BUILDING 1016-16th Street

REMARKS:

7/13

25X1

See me about the last sentence in P2 of attached memo. at your convenience.

FROM: Executive Officer/OP		
ROOM NO. 2611	BUILDING Curie	EXTENSION

25X1

FORM NO. 241 1 FEB 55 REPLACES FORM 36-8 WHICH MAY BE USED. (47)

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